



Course Booking Form

Section 1 – Your organisation details

Your organisation		
Your name		Day telephone
Your organisations address		Mobile telephone
Your email address		Fax
Billing address if different from above		

Section 2 – Delegate details

First name	Surname	Course title	Course date(s)	Email address

Section 3 – Payment options

By cheque made payable to 'XS nrg Limited'.

I enclose a cheque for the following amount:-	£
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By invoice.

Please an Order Number if applicable:	Purchase order number:-
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Section 4 - Signature

Please note: When we receive this booking we will confirm your provisional place on the course(s). Booking cannot be finalised until payment is received.

I wish to book place(s) on the course(s) indicated above. I have read and understood the course fees, terms and conditions and refund policies on this form. Please sign and type your name and date in the box below.	
Name (electronic copy) and Signature (hard copy only):	Date:
Please return this form by email attachment to bookings@xsnrg.co.uk or post to XS nrg Limited, Regus House, Falcon Drive, Cardiff Bay, Cardiff, CF10 4RU or fax to 02920 504001	
If you have any queries, please contact us on 0845 387 1961 or by email.	

Section 5 – Terms and conditions

Bookings for XS nrg courses will be accepted on a first come first served basis.

Booking will only be regarded as confirmed once a completed booking form has been received and payment made. Payment is due at least one week before the course runs.

If a course is full, your delegates names will be placed on a reserve list. If a place then becomes available, you will be notified.

All bookings should be confirmed by at least 1 week before the course date, to enable the organisers to make final arrangements.

If you wish to book later than this, you are advised to contact the office direct to check if your booking can be accepted.

Final details about the course, how to get there, and other arrangements as applicable will normally be sent out approximately 2 weeks prior to the course.

Cancellation: once a confirmed booking has been made, cancellation terms apply as follows: up to 28 days before course – no charge; 14-28 days before course – full refund less a 50% administration charge; less than 14 days before course – full fee is payable. If XS nrg has to cancel a course for any reason, any monies already paid will be refunded in full. In the case of unavoidable last minute cancellation of a course, we regret that XS nrg will be unable to refund travel or accommodation costs incurred.